

REQUEST FOR PROPOSAL BRIGHAM CITY CORPORATION

Purpose of Request for Proposal

Brigham City Corporation (the City) is spearheading the rehabilitation of Brigham City's historic Academy of Music and Dancing (the Academy). Mayor David T. Kano, the City Council and the Historic Preservation Committee of Brigham City are in agreement that the Academy has the potential to be an elegant building. Thus the City purchased the property from Fred Sifton of California to market or lease for restoration and for rehabilitation. It is the intent of the City that whoever purchases or leases the building will restore it according to current State and local building codes, as well as adhere to the Secretary of Interior's Guidelines for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (hereafter "Secretary of Interior's Guidelines") and preserve the Academy's eligibility for listing on the National Register of Historic Places (National Register).

Administrative Guidance

The information provided herein is intended to assist prospective offerors in the preparation of proposals necessary to properly respond to this Request for Proposal (RFP). The RFP is designed to provide interested offerors with sufficient basic information to submit a proposal that will meet minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications relative to service capability under any agreement.

Significance of Academy

The Academy was constructed in 1903 after a corporation was formed consisting of E.A. Whitely, President; M.E. Porter, Vice President; C.O. Anderson, Secretary; S.F. Christians, Treasurer; and Christian Christens, General Manager. Christian and his brother Peter managed the new Academy. They had studied music with their father Lars Christens, a Danish immigrant and early Brigham City settler. The brothers were also members of a popular orchestra which played for dances throughout Northern Utah and Southern Idaho.

Christian and his wife Elizabeth had four sons, all trained from infancy in music by their father and in dance by their uncle Peter who studied ballet in New York. Three of these four sons became national figures in the ballet world: William as founder of the Portland Ballet and Utah's Ballet West; Harold as Director of the San Francisco Ballet School; and Lew as Director of the San Francisco Ballet.

The original two-story building measured 116 x 46 feet. The elegant upper floor was used for dancing, and the lower level was an open-air pavilion with a refreshment area. Upon completion of the building, an inaugural ball was held in December 1903. The Christens family sold the Academy in 1909, but its name and use continued through the 1920s.

The second floor was and still is the best feature of the building. The 16-foot-high ceiling contains a splendid array of floral designs in pressed tin. Rows of light sockets are incorporated into the Victorian ceiling. The fancy, pressed metal continues down through parts of the walls where it ends in geometric patterns underneath the windows. The original Maple, hardwood, dance floor is in good condition, however it does need some repairs. The ballroom is an open space. The large, arched windows let in a lot of light. Each window is divided into four segments. The lower floor of the Academy also has rows of archways, but they are not glazed. Even after the Christensen's moved out of Brigham City, the Academy continued to be a social Mecca for all special occasions and dances up to 1950.

Scope of Rehabilitation

A Structural Engineering Report was completed for the building in April 1989 titled "A Structural Investigation of Brigham City Dance Hall Building" by George Adamson, ARW Engineers. A copy of this report is available for inspection at the Brigham City Planner's office. Although the building has one twisted column which rises from the ground to the roof, it was still declared structurally sound. Rehabilitating the Academy is a major undertaking. In 1997, a cost estimate was completed for the Brigham City Main Street Program; and if all the labor for the project is contracted out, the building's rehabilitation cost would be over \$1,000,000.

A key requirement in any proposal will be the removal of the 1956 addition to the building. This addition dwarfs the 1903 facility. The roof on the 1956 addition is in poor condition and has leaked extensively. The addition is inappropriate to the historic period, and the extra space could be used for parking or other uses consistent with the intent of the proposal. The upper floor has a wonderful, open feeling. The first floor could be partitioned into smaller spaces.

Brigham City Corporation will entertain proposals for the full range of uses consistent with the Central Business District (CBD) Zone. This zone includes a variety of commercial, office, and residential uses.

National Register Standard

The type of rehabilitation that should take place with the Academy will be in compliance with the Secretary of Interior's Guidelines and the National Register building specifications. For example, many of the original window frames from the second floor have been preserved and can be reused. Others that have been broken or are particularly warped would need to be fixed or replaced so they are identical to the original window frames.

Brigham City Corporation will have a contract which specifies the details of the rehabilitation and monitoring of contract commitments. This contract will be signed with the purchaser before any work begins. One of the terms of the contract will be that the City would like to keep informed and see the work in progress to make sure it is performed correctly.

The City will maintain a historic preservation covenant on the building.

Response Date

Four copies of the proposal must be received at the office of the Brigham City Planner, Brigham City Corporation, P.O. Box 1005, 20 N. Main Street, Brigham City, UT 84302.

The Deadline for receipt of proposals is ____ at 5:00 p.m.

Any proposal may be withdrawn or modified prior to acceptance. The building will be open for inspection on _____, _____, and _____ (for 2 hours each). If these times are impossible, call (435) 734-2001, Ext. 203, for an appointment.

Administrative Guidance

The City may award a contract based on the proposals received without further discussion of such proposals.

Incentives

Currently the City has available a \$15,000 grant for work done on the Academy for the south or west elevations (meaning sides of the building).

If the project complies with the Secretary of Interior's Guidelines and is completed in consultation with the State Historic Preservation Office, it may be eligible for Federal and State Investment Tax credits. Please contact the Utah State Historic Preservation Office for details at (801) 533-3500.

Request-for-Proposal Submission

Please submit a proposal following the attached required format, and Exhibit A - Personal History Form.

Evaluation Criteria

Each offeror must be willing to meet the Secretary of Interior's Guidelines (copy attached) and carry out all rehabilitation at their own expense with assistance of the \$15,000 grant; able to complete an acceptable contract with the City; and able to lease or purchase the property. The proposal must include the removal of the 1956 annex.

All proposals will be carefully considered by the Brigham City Redevelopment Agency and will be rated on the following criteria:

Demonstrated ability to rehabilitate a building of this size as evidenced by experience, development team composition, etc. (10 points)

Consistency of proposal with existing planning and zoning standards. (10 points)

Promptness of proposed development schedule. (10 points)

Overall benefit of the completed project to the citizens of Brigham City. (10 points)

Willingness to provide public access to the building. (10 points)

Financial viability and experience of the individual/organization submitting the proposal. (10 points)

Purchase price or lease payment offered to City. (10 points. Purchase offer will be given priority over lease.)

Total possible points = 70.

THE CITY ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY THE CITY OR ANY PANEL OF JUDGES TO BE USED, TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

**REQUEST-FOR-PROPOSAL
REQUIRED FORMAT**

1. Name of Individual/Organization.
2. Contact Person.
3. Address of Individual/Organization.
4. Telephone/FAX/E-Mail.
5. Brief History of Organization and Indications of Financial Stability.
6. Statement of Intended Use.
7. How will the organization/individual finance the rehabilitation of the Academy?
8. Statement of willingness to comply with National Register Guidelines for rehabilitating the building.
9. Clear statement concerning what the offeror will provide in terms of purchase price or annual lease payment. (If the building is to be leased, the minimum time for the lease is five years.)

The undersigned hereby certify that the information contained in the proposal and Exhibit A are correct.

Signed _____

Date _____

Signed _____

Date _____

EXHIBIT A

PERSONAL HISTORY FORM

Please fill in all spaces, use first, middle and maiden names - no initials. If an item is not applicable, please so indicate. You may include additional information on a separate exhibit. Sign and date where indicated. This form must be completed by the following: the proprietor if a sole proprietorship; each partner if a partnership; each officer, director and 20% stock holder if a corporation; and any other person including a hired manager who has authority to speak for and commit the borrower in the management of the business.

Name _____ SS# _____

Date of Birth _____ Place of Birth _____

Residence Phone () _____ Business Phone () _____

Residence Address _____

City, State, ZIP _____

Business Address _____

City, State, ZIP _____

Previous Address _____

City, State, ZIP _____

Lived at previous address from _____ to _____.

Are you presently under indictment, on parole or probation: ____ Yes ____ No. If yes, please furnish details on a separate exhibit.

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? ____ Yes ____ No. If yes, please furnish details on a separate exhibit.

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? ____ Yes ____ No. If yes, furnish details on a separate exhibit.

Are you or your business involved in any pending lawsuits? ____ Yes ____ No. If yes, furnish details on a separate exhibit.

Please include as a separate exhibit educational background, work experience, (listed chronologically, beginning with present employment), and management experience if any, along with major personal accomplishments. This form must be filled out and submitted by the proprietor if a sole proprietorship, each partner if a partnership, each officer, director and additionally by each holder of 20% or more of the voting stock if a corporation; or any other person including a hired manager, who has authority to speak for and commit the borrower in the management of the business.

Please include as a separate exhibit the date your business was established, the nature of the business, types of products and services, customer profile, key customers, major competitors, major past accomplishments, future plans for growth/expansion, and how this opportunity will benefit your company.

If applicable, please include as a separate exhibit, a statement of financial condition of the offeror and its principles or, in the case of a new or start-up company, the principles and any financial sponsors or investors. These financial statements will be reviewed to determine the ability of the offeror to fulfill the terms of a

contract and to establish the financial stability of the offeror. If you are unable to provide a financial statement, please explain. Include an explanation of any bankruptcy or judgments. If this information is not included, please include a statement indicating why it is not applicable.

If applicable, please include as a separate exhibit, at least one banking reference. If this information is not included, please include a statement indicating why it is not applicable.

If applicable, please include as a separate exhibit, at least one year's operating projection for the proposed business, enterprise, or use. This projections should include details on sales, i.e., how many sales and which products to achieve projected revenues; operating and production or wholesale cost and pre-tax profits. This projection should also identify initial capitalization requirements and the source of that capital. If this information is not included, please include a statement indicating why it is not applicable.

Please include as a separate exhibit any other financial data the offeror would like considered.

Please include as a separate exhibit the offeror's ability to provide necessary insurance and to pay worker's compensation and payroll taxes. If this information is not included, please include a statement indicating why it is not applicable.

The undersigned hereby certify that the information contained in the above referenced exhibits are correct.

Signed _____

Date _____

Signed _____

Date _____

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to Brigham City Corporation of any and all information it may require at any time for any purpose related to our credit transaction with them. I/We further authorize Brigham City Corporation to release such information to any entity it deems necessary for any purpose related to our credit transaction with it.

I/We hereby certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my/our knowledge.

Signed _____

Date _____

Signed _____

Date _____

PERSONAL FINANCIAL STATEMENT

-CONFIDENTIAL-

Section 1 - Individual Information (type or print)

Name _____

Address _____

City, State, and Zip _____

How long at present address _____ yrs. _____ months.

Social Security Number/Tax ID _____ Date of Birth _____

Position or occupation _____

Business Name _____

Business Address _____

City, State, and Zip _____

Length of Employment _____

Residence Phone () _____ Business Phone () _____

Name of nearest relative _____

Phone of nearest relative () _____

Section 2 - Statement of Financial Condition as of _____ 19____.

Assets	In Dollars	Liabilities	Original Balance	Present Balance
1. Cash	100	1. Cash	100	100
2. Accounts receivable	200	2. Accounts payable	200	200
3. Inventory	300	3. Long-term debt	300	300
4. Property, plant, and equipment	400	4. Equity	400	400
5. Intangible assets	500	5. Other liabilities	500	500
6. Other assets	600	6. Other equity	600	600
Total	1,600	Total	1,600	1,600

[illegible]

Total assets _____ Total Liabilities _____

Source of Income _____

Base Salary per annum _____

Bonus and commissions _____

Dividends and interest income _____

Real Estate Income (Net) _____

Other income - itemize _____

Proprietorship (attach income statement) _____

Total: _____